

PATROL DISPATCHER

POSITION DESCRIPTION

Receives emergency calls from the public requesting police, fire, medical or other emergency services. Determines the nature and location of the emergency; determine priorities, and dispatch emergency units as necessary and in accordance with established procedures. Receives and processes 911 emergency calls. Monitors direct emergency alarms, answers non-emergency calls for assistance. Enters, updates, and retrieves information from a variety of computer systems. Receives requests for information regarding vehicle registration, driving records and warrants, and provides pertinent data. Operates a variety of communications equipment, including radio consoles, telephones and computer systems.

EDUCATION

High School diploma or equivalent. (Must be 18 years of age or older and maintain a telephone at residence.)

TRAINING/SKILLS

1. The ability to use immediate independent judgment involving emergency situations.
2. Ability to orally communicate with people effectively.
3. Must successfully complete an extensive training program; obtain required certification courses, some of which may require some travel.
4. Must successfully pass a background investigation consisting of criminal history, employment record, polygraph and other information pertaining to suitability with the department.
5. Must possess excellent keyboarding skills, ability to multi-task, and utilize several computers at once.
6. Knowledge of communications center radios, computers, telephones, IDACS system, the RMS System, and other computer software as assigned.
7. Knowledge of streets and alleys in the city and working knowledge of street and highway layout of surrounding area.
8. Working knowledge of social service agencies, business, education, civic, and social organizations in the community.
9. Must be able to handle both fast-paced, high-stress situations that require quick decisions that can be followed by periods of extreme downtime.
10. Ability to keep confidential various aspects of job information.

HOURS

Regular Full-Time, 12-hour shifts

Willingness and/or ability to work nights, holidays and weekends

BIWEEKLY SALARY

\$1,242.61 - Beginning

\$1,357.33 - After successful completion of one year

LOCATION

Tippecanoe County Sheriff's Department
2640 Duncan Road, Lafayette

APPLICANTS SELECTED FOR TESTING WILL BE CHARGED AN \$18.00 FEE TO COVER THE COST OF A WRITTEN STANDARDIZED TEST.